

Application for Classification / Promotion

This form is for applicants who:

- Have never been classified; or
- Have been classified / promoted previously by the AUCD

For applicants who have been classified / promoted in the last three years at an AUCD - comparable institution, please complete the ['Application for confirmation of prior classification'](#).

The following resources may also be of assistance when completing this application:

- [Classification and Promotion Policy](#)
- [Frequently Asked Questions](#)
- [Details of Attainment Response advice](#)
- [CV Fact Sheet](#)
- [CV Template](#)

Section 1: Application Details

What are you applying for ?

Academic level sought?

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Section 2: Personal Details

Title:

Full Name

First Name

Last Name

Current Position:

Member Institutions / Office of the Dean

- Australian University College of Divinity Office of the Dean
- Australian University College of Divinity Graduate Research School
- Australian College of Christian Studies
- Australian College of Ministries
- BBI The Australian Institute of Theological Education (BBI-TAITE)
- Lachlan Macquarie Institute
- NAIITS An Indigenous Learning Community
- Nazarene Theological College
- Nisibis Assyrian Theological College
- NSW College of Clinical Pastoral Education
- Olivet Theological Seminary
- Perth Bible College
- Planetshakers College
- Sparrows College
- St Andrew's Greek Orthodox Theological College
- St Cyril's Coptic Orthodox Theological College

Campus

Email

example@example.com

Phone Number

Please enter a valid phone number.

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Section 3: AUCD Status

Teacher Accreditation Details will be provided by the Governance Office

Have you applied for / been granted Research Active Status?

Current Academic Level

Year of last promotion / classification

Where possible, please provide the letter of outcome from your last classification / promotion application, whether successful or unsuccessful.



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Section 4: Curriculum Vitae

Your curriculum vitae should be provided as part of your application. A template has been provided for the convenience of applicants, but is not required to be used. Your CV should contain as much of the following information as is relevant to your application.

Academic qualifications	<ul style="list-style-type: none"> • Formal qualifications • Other qualifications • Theses
Experience	<ul style="list-style-type: none"> • Teaching Experience • Relevant Employment Experience • Other Relevant Experience • Key Research Publications in discipline area relevant to course of study
Research	<ul style="list-style-type: none"> • Teaching Experience • Relevant Employment Experience • Other Relevant Experience • Key Research Publications in discipline area relevant to course of study
Publications and Presentations	<p>Links may be provided where available</p> <ul style="list-style-type: none"> • Books • Book chapters • Refereed Articles • Refereed Papers in Conference Proceedings • Invited Plenary Addresses at Conferences • Non-refereed articles • Non-refereed published conference proceedings • Posters • Media statements/ interviews • Presentations, Seminars, Exhibitions
Educational Leadership	<ul style="list-style-type: none"> • Administrative Leadership • Course co-ordination, curriculum development and teaching methodology • Higher Education teaching: • Vocational and continuing education programs • Professional development in education leadership, learning and teaching
Institutional Planning and Governance	<ul style="list-style-type: none"> • Membership of committees and bodies in the AUCD • Membership of committees and bodies in the MI • Activities within the Academic Department • Role in the career and professional development of staff • Professional development in institutional planning and governance
Service	<ul style="list-style-type: none"> • Official church or academic appointments at international, national, or state level that reflects your standing as an academic Church or Academic appointment • Service at the local church or community level that reflects your standing as an academic and is part of your professional engagement

Please provide a copy of your curriculum vitae.



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Section 5: Achievements in Fields of Attainment

Self-Assessment: Grades of Achievement in each Field of Attainment for the level sought

Research/ Scholarship


Learning and teaching/ curriculum development

Strategic planning/ governance in AUCD/ Member Institution

Service to the profession/ discipline/ church/ wider community

Details of Attainment Response	In conjunction with a detailed Curriculum Vitae, applicants also need to provide a response justifying the grades of achievement indicated in self-assessment above, for each Field of Attainment. Further information on this can be found at: https://aucd.edu.au/classification-and-promotion-applications/
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Please upload your details of attainment response.


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Section 6: Supporting Evidence

You may choose to include evidence to support your applications, within the limits set below. Further evidence may be requested by the Committee once applications are reviewed.

Long publications e.g. books Please provide the publication and contents pages	A maximum of 2 only
Short Publications e.g. chapters, journal articles These should be approximately 20 pages in length	A maximum of 4 only
Items to be published in the future Please provide a proof of contract from your publisher	A maximum of 2 only
Student feedback	A maximum of 1 file

Where possible, please provide a copy of your supporting evidence.


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Section 7: References

All applicants applying for levels B-E are required to submit references from referees who are able to comment on achievements in one or more of the Fields of Attainment.

Level B	two references, at least one external to the University College and of national standing.
Level C	three referees, at least two external to the University College, both of at least national standing.
Level D	three referees, at least two external to the University College, at least one of international and one of national standing.
Level E	three referees, at least two external to the University College, both of international standing.

All applications must also include a reference from the Head of Organisation.

Referees can submit their references at: <https://form.jotform.com/243258166614863>

(This can be done within the online form, or as a separate upload.)

Applicants will be notified as references are received. Please provide details of your referees, including Title, Full name, Position, Organisation and email address. These will be used to verify references as they are submitted.

Head of Organisation: (Title, Full Name, Position, Organisation, Email Address)

Referee 1: (Title, Full Name, Position, Organisation, Email Address)

Referee 2: (Title, Full Name, Position, Organisation, Email Address)

Referee 3: (Title, Full Name, Position, Organisation, Email Address)

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Section 8: Next Steps

If further information is required, the Governance Office will contact you via email. Please check your email inbox regularly.

Your application will be reviewed by the Classification and Promotion Committee members independently, and then jointly at the Classification and Promotions Committee meeting, where outcomes are finalised.

You will be notified of the outcome via an official letter which will be sent to your email by the Governance Office. Outcomes are normally sent out within two weeks of the meeting.

Should you have any questions regarding the application process or outcome, enquiries can be directed to the [Governance Office](#).

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